

Tip

The location of template folders in LibreOffice depends on the operating system of your computer. If you want to know where the template folders are located, go to **Tools > Options > LibreOffice > Paths**.

To begin, choose **File > Templates > Manage Templates**, or press *Ctrl+Shift+N*, to open the Templates dialog.

Creating a template category

- 1) Click the **Settings** button in the lower left of the Templates dialog.
- 2) Click **New Category** in the context menu (see Figure 176).
- 3) In the pop-up dialog (not shown), type a name for the new category and click **OK**. The new category now appears in the list of categories.



Figure 176: Creating a new category

Note

You cannot create a sub-category inside a template category.

Deleting a template category

You cannot delete template categories supplied with LibreOffice. Nor can you delete any categories added by the Extension Manager unless you first remove the extension that installed them.

However, you can delete a category that you created:

- 1) Click the **Settings** button on the Templates dialog and select **Delete Category** in the context menu (see Figure 176).
- 2) Select the category to be deleted in the Delete Category dialog (not shown) and click **OK**.
- 3) Select **Yes** in the confirmation dialog to confirm the deletion.
- 4) Calc displays a warning dialog if it is unable to delete the category.

Moving a template

To move a template from one template category to another:

- 1) Open the Templates dialog and select the template you want to move.
- 2) Click the **Move** icon near the bottom of the dialog, select the destination category from the popup dialog (Figure 177), and click **OK**. The selected template is moved to the folder. You can also create a new category into which to move the template.